



View Transcript

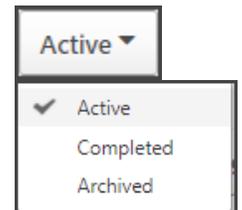
There are three types of transcripts that you can view: Active, Completed, Archived.

- Active** Includes training that is not yet completed.
- Completed** Includes training that has been completed.
- Archived** Includes training that has been completed, inactive, or no longer needed (you can move your training to Archive).

1. Open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.



2. Select the **Active** button dropdown menu to view transcript types and select the transcript type that you want to view.



Select **drop down** to view a transcript type.

Select the **Options** icon to Run or Print a transcript report.

Type in training title or keyword to **Search** for training.

Training **Due Date** and **Status** displays under training title.

Select drop down for allowable actions.

💡 See the Job Aid, **Print Transcript**, for steps to Run or Print a transcript report.
See the Job Aid, **Move Training to Archived**, for steps to archive training.